LIST OF MAJOR REASONS
WHY APPLICATIONS ARE RETURNED TO THE APPLICANT
FOR REVISION

1. Application and/or certifications are not signed by or "for" the Authorized Representative.

2. Required certifications are missing or not completed correctly.

3. Budget narrative does not match with the SF-424A.

4. Quality Assurance Requirement is not appropriately addressed (inconsistent between workplan and QA Requirement Form).

5. Budget items cannot be linked to workplan tasks (and vice versa).
   - Workplan contains tasks that are not supported in the budget (tasks requiring specific budget elements that are not present).
   - No mention of travel in the workplan, but travel is included in the budget.
   - No tasks in workplan to be performed by contractors or consultants, but contractual funding is included in the budget.

6. Workplan is inconsistent with the Program guidance.

7. Workplan is too vague or generic.
   - Goals and objectives are not clearly defined.
   - Deliverables and outputs are not identified in the workplan.
   - Tasks are not clearly identified and explained (usually vague) to show how the tasks will help accomplish their project goals and objectives.

8. Travel and/or Training costs are not sufficiently justified or detailed (need to be broken out by trip - airfare/lodging/per diem, or by course/type of course to be attended)

9. Cost basis and/or allocability of budget items are not demonstrated.

10. Unallowable costs in the budget - unallowed either by OMB Circular A-87, A-21, A-122, or by the Program guidance.

11. Indirect cost rate is applied incorrectly or has expired.